

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, September 4, 2008 at 3:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic; Members Ahart (arrived at 4:00 p.m.) and Wendt

Members Absent: Members Dean, Moss and Harding

Other Members

Present: Board Chairman Sorensen (arrived at 4:15 p.m.)

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Mr. Bill Wasson, Director, Administrative Services; and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/ Elected Officials

Present: Mr. Eric Schmitt, McLean County Engineer; Mr. Jack Moody, Director, Facilities Management and Mr. Mike Steffa, Acting Director, Parks and Recreation; Lee Newcom, County Recorder

Others Present: Mr. Gene Asbury, Architect; and Mr. Paul Young, Architect

Since a quorum was not present at 3:45 p.m., Chairman Bostic convened the meeting at 4:08 p.m. to discuss informational items.

Mr. Mike Steffa, Acting Director, Parks and Recreation, submitted the Parks and Recreation Facility General Report as of August 27, 2008. He noted that it has been a good summer. Mr. Steffa pointed out Watercraft Registrations were down this year, particularly due to the wet spring weather. He also noted that the fishing season was not poor.

Mr. Steffa reported that the swimming beach had a very good year. He stated that the beach is now closed and the boat rental facilities will be closing in a couple weeks.

Mr. Steffa advised that the Bait and Tackle store that was expanded this year had a positive year. The expenditures were \$4,900.00 and the revenue was \$9,100.00 for a profit of \$4,200.00 this year. Mr. Steffa informed the Committee that he intends to expand the Bait and Tackle shop next year.

Chairman Bostic asked if there were any questions or comments. Hearing none, she thanked Mr. Steffa.

Mr. Jack Moody, Director, Facilities Management, reported on the status of the Phase II renovations at the Old Courthouse. He reminded the Committee that the renovation work is being done by Otto Baum Masonry and Stone Company and Wiss, Janney, Elstner Associates, the project architect. Mr. Moody reported that the project is beginning to wind down now. He estimated that the project will be completed on October 17th. Mr. Moody noted the following items have yet to be completed:

- Scagliola wall repairs;
- Repairs on exterior stone stairs on all four sides of the building;
- Repair/replace the mosaic panel in the west portico;
- Complete ballustrades;
- Dutchman repairs to the limestone;
- Punch list.

Mr. Moody reviewed the status of the remodeling at the Law and Justice Center. He stated that the project is close to completion. The two areas that remain to be completed are the jail booking area on the first floor of the Sheriff's Department and the renovation of J-Block in the linear jail, which should take a couple of weeks. Mr. Moody estimated that the project should be completed in mid to late October.

Mr. Moody reminded the Committee that on Friday, April 18, 2008, Central Illinois experienced a minor earthquake, which caused damage to the outdoor recreation yard at the Juvenile Detention Center. Mr. Moody stated that the concrete cracked and broke into small pieces. He noted the following:

- Bids and specification have been completed;
- Mandatory pre-bid meeting has been held;
- Five general contractors who are specialists in concrete excavation and replacement attended a meeting at the site;
- Bid opening date is September 23, 2008;
- Project will come to the October Property Committee meeting for review and approval.

Mr. Moody stated that, as part of the bid requirements, it is mandatory that the project be completed by November 14th.

Mr. Moody advised that the Juvenile Detention Center is one of a few Juvenile Detention Centers in the Country that is accredited by the American Correctional Association (ACA). He noted that the Juvenile Detention Center's three-year accreditation site visit was held on August 18-19th. Mr. Moody reported that the

Juvenile Detention Center passed the mandatory requirements at 100% and its non-mandatory requirements at 99.7%. He pointed out the results of the accreditation audit to highlight that the JDC passed its audit despite the fact that the JDC outdoor recreation area could not be used.

Chairman Bostic called the meeting to order at 4:15 p.m.

Chairman Bostic presented the Minutes of the August 7, 2008 Property Committee meeting and the July 22, 2008 Stand-up meeting to the Committee for approval. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Moody presented a request for approval of a Bid to remodel the County Recorder's Office, which is located on the Mezzanine Floor of the Government Center Building.

Mr. Moody indicated that Mr. Lee Newcom, County Recorder, met with staff last year to discuss his remodeling needs, including remodeling of counters, files, and employee desks to improve traffic flow and function of the department. Mr. Moody advised that the Board approved \$46,200.00 for this project in the FY'2008 Adopted Budget. County staff and project architects met numerous times with Mr. Newcom and his staff to develop plans and specifications for the remodel. Mr. Moody stated that after deducting the architect fees, \$35,512.50 remains as a balance.

Mr. Moody noted that, due to the nature of the remodel requested by the County Recorder, the project will be performed in phases.

Mr. Moody stated that the bid project was advertised on June 25, 2008. A public bid opening was held on July 24, 2008. Mr. Moody indicated that the Bid Tabulation Sheet, dated July 24, 2008, can be found on page 11 of the packet.

Mr. Moody announced that the low bid by Associated Constructors of \$37,400.00 for Phase I is \$1,887.50 over the remaining budget for this project. He indicated that Mr. Newcom requested that \$3,500.00 be taken from the Recorder's Document Storage Fund 0137-0006-0008-0850.0001 "Capital Assets" to cover the shortfall and provide a project contingency of \$1,612.50.

Mr. Moody advised that, because of the time frame of work load in the Department, the Recorder's Office requested that the project not begin until October 26th. He noted that the project should be completed in 30 days.

Mr. Moody advised that Mr. Newcom, the project architects and Associated Constructors are here to further explain the project and answer any questions.

Motion by Ahart/Wendt to recommend approval of the Bid received from Associated Contractors to Remodel the County Recorder's Office.
Motion carried.

Chairman Bostic asked if there were any questions or observations. Hearing none, she thanked Mr. Moody.

Mr. Eric Schmitt, McLean County Engineer, presented a request for approval to award the bid for the County Highway Department Standby Emergency Generator to Twin City Electric Incorporated.

Mr. Schmitt stated that the bids for the standby power supply were received and opened Tuesday, August 26, 2008 at 9:00 a.m. at the McLean County Highway Department Office.

Mr. Schmitt indicated that the estimate from Clark-Dietz, the engineer for this project, was \$43,700.00. He stated that the low bid came in at \$56,800.00, which is 30% over the estimate. Mr. Schmitt noted that the Bid Tab is included in the packet. He stated that Engineer Justin Fitzgerald from Clark-Dietz reviewed the difference between the bids and his justification is included in the packet. The justification for the difference between the bids was due to the cost of the concrete work and the cost of the generator. Mr. Schmitt stated that the generator was an additional \$3,500.00 and the concrete work was an additional \$8,200.00.

Mr. Schmitt indicated that the Bid Tab shows Twin City Electric Incorporated as the low bidder at \$56,800.00. He recommended that the County accept Twin City Electric's low bid. Mr. Schmitt added that this bid complies with all of the specifications of the project. He noted that \$100,000.00 was budgeted for this project.

Mr. Wendt asked what was the cost of the engineering study. Mr. Schmitt replied that the study was \$5,600.00.

Chairman Bostic explained to Mr. Wendt that the emergency generator is vital to the Highway Department's operation because of the reliability it provides to function during power outages. She stated that the generator will keep the in-floor heating system working in the new Vehicle Storage Building, which will keep the equipment running during the snow season.

Motion by Ahart/Wendt to recommend approval to Award the Bid for the County Highway Department Standby Emergency Generator to Twin City Electric Incorporated.
Motion carried.

Mr. Schmitt presented a request for approval of Change Order #1 for the County Highway Department Vehicle Storage Building. He noted that this change order is for over-excavating of the footings pursuant to the recommendation of Testing Services Corporation. Mr. Schmitt explained that the over-excavation was required due to poor soil conditions at the site. The change order includes backhoe, labor, tandem, additional concrete, testing fees and supervision.

Mr. Schmitt explained that the Change Order was received August 20th, while the work was actually completed at the end of May. He indicated that neither the contractor nor the architect had informed him of the Change Order. Mr. Schmitt pointed out that the original Change Order was for \$1,693.00. Because the contractor did not inform Mr. Schmitt of the Change Order, the contractor agreed to pay one-half of the cost.

Chairman Bostic asked if there are any additional Change Orders expected. Mr. Schmitt replied that no additional Change Orders are expected.

Mr. Schmitt recommended approval of this change order in the amount of \$846.50.

Motion by Sorensen/Ahart to recommend Approval of Change Order #1 for the County Highway Department Vehicle Storage Building.
Motion carried.

Mr. Schmitt advised that he will be bringing an overall cost to the Committee next month for additional electrical work for the generator.

Chairman Bostic asked if there were any further questions or observations. Hearing none, she thanked Mr. Schmitt.

Mr. Zeunik introduced Mr. Mike Steffa in his position as the new Director of Parks and Recreation. He indicated that Mr. Steffa has been the Acting Director since Mr. Wasson moved into the position of Director of Administrative Services. Mr. Zeunik stated that the Director of Parks and Recreation position was advertised locally and across the State. He noted that twelve applications were received, interviews were conducted and, after evaluating the qualifications and experience of the applicants, Mr. Steffa was named the Director.

Mr. Zeunik stated that Mr. Steffa has almost 19 years of experience at COMLARA Park as the Operations Officer and Assistant Director at the Park. He indicated that Mr. Steffa has a Bachelor's Degree in Parks and Recreation from Illinois State University. Mr. Zeunik advised that he is very pleased to be able to promote from within and recognize someone who has given great service to the County over the years and has been an asset to the organization.

The Committee congratulated Mr. Steffa on his promotion.

Chairman Bostic pointed out how fortunate the County is to have COMLARA Park in light of the proposed closing of numerous State parks, including Moraine View State Park. She acknowledged what an asset the Park is to the County and expressed her appreciation to Mr. Steffa and Mr. Wasson.

Mr. Steffa thanked everyone, particularly Mr. Zeunik, Mr. Lindberg and Mr. Wasson for the opportunity to be Director of Parks and Recreation. He also thanked Mr. Wasson for his many years as a mentor.

Chairman Bostic presented the August 31, 2008 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee bills include a Fund Total of \$321,837.57 and a Prepaid Total that is the same.

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Motion by Ahart/Wendt to recommend approval of the bills as of August 31, 2008, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Chairman Bostic asked if there was any other business or communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 4:30 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary